

MOTION BY SUPERVISOR MARK RIDLEY-THOMAS

FEBRUARY 26, 2013

Comprehensive Office Facilities Master Plan

On July 24, 2012, the Board of Supervisors unanimously adopted an updated Facility Location Selection Policy and Process to provide staff with a clearer framework and criteria for evaluating potential locations for placement of Los Angeles County's (County) various leased buildings and capital projects. Staff was given a clear cut mandate to place central government functions, including County Department headquarters, in locations that are centrally located downtown or have excellent public transit access which will increase accessibility to County services by constituents.

County policy mandates that the evaluation processes for facility locations should use this criteria: (1) suitability for County program and operations; (2) estimated acquisition or construction cost, and future operational costs; and (3) apply location selection criteria that takes into consideration:

- (a) proximity to public transportation;
- (b) economic developmental potential;
- (c) availability of suitable existing buildings (as opposed to new construction),

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especially existing County-owned buildings;

- (d) availability of suitable historic buildings;
- (e) availability and proximity of affordable housing for County employees;
- (f) compatibility with local land use plans and policies;
- (g) suitability for future expansion; and
- (h) sustainability.

Given the lack of space within the Hall of Administration (Hall) and an anticipated rise in rental and lease rates in 2013 in Los Angeles County, on December 18, 2012, the Board of Supervisors unanimously passed a motion that directed the Chief Executive Officer to evaluate the tenant departments in the Hall to determine whether all tenants have a legitimate business reason to be located in the building, or whether moving to other facilities would be more reasonable. The Chief Executive Officer was directed to conduct the appropriate study of tenants and space utilization, and the report back to the Board is pending.

The logical next step is for the County to develop a comprehensive, long-term master plan for all of its office facilities (excluding special purpose facilities such as hospitals, public safety facilities, libraries, etc.).

The factors that should be included in this master plan are as follows:

- 1) Identification of space standards for all County employees. Major space users are now able to reduce their space requirement to 150 square feet per employee or less, through the use of hoteling, telecommuting and other innovative techniques.

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- 2) Projections for the long-term space requirements of each County department. This should start with an inventory of each department's current headcount and assignment of new space standards to produce a square footage requirement for current staff. This current number should then be adjusted forward, based on growth (or shrinkage) factors unique to each department, to develop projected square footage requirements for each department today, and at 5-year intervals for 20 years into the future. This calculation will estimate the County's long-term need for office space.
- 3) Determination of which County tenancies should be located in the Civic Center, for adjacency to the Hall of Administration, central transit hubs and close working relationships with other County departments, and which tenancies should be distributed into consolidated regional facilities at transit-served locations throughout the County.
- 4) With this information in hand, the County should develop procurement strategies for each central and regional facility need.

The master plan should include a review of the current Hall of Administration, and other existing County buildings, to determine their adequacy for accommodating future needs. Where these facilities are not adequate, procurement strategies for new space, either through purchase, lease or new construction, should be considered and evaluated, consistent with the County's adopted Location Policy. The evaluation should include careful estimates of both near-term and long-term occupancy costs.

I THEREFORE MOVE THAT THE BOARD OF SUPERVISORS:

Direct the Chief Executive Officer, together with appropriate County staff to:

- 1) Develop a comprehensive, long-term master plan for of its office facilities (excluding special purpose facilities, such as hospitals, public safety facilities, libraries, etc.).
- 2) The master plan should include the following:
 - a) Delineation of space standards for all County employees.
 - b) Projections for the long-term space requirements of each County department starting today, and at 5-year intervals for 20 years into the future.
 - c) Determination of which County tenancies should be located in the Civic Center, for adjacency to the Hall of Administration, central transit hubs and close working relationships with other County departments, and which tenancies should be distributed into consolidated regional facilities at transit-served locations throughout the County. The rationale supporting the determination should be set forth in the master plan.
 - d) Identification of procurement strategies for each central and regional facility need.

The Chief Executive Officer shall complete the master plan before August 26, 2013, and prepare monthly status reports to the Board of Supervisors; the first report should include a framework of the plan and a detailed timeline.

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